



Code: 9122
Family: Public Safety
Service: Public Safety
Group: Police Service
Series: Police General Duty Series

CLASS TITLE: DETENTION AIDE

CHARACTERISTICS OF THE CLASS

Under general supervision, responsible for the custody, care, and processing of prisoners in the central detention and district lock-ups of the Chicago Police Department until processing is completed and ensures that the detention facility and equipment are properly maintained, and performs related duties as required

ESSENTIAL DUTIES

- Photographs prisoners detained at Police facilities using an electronic photograph system
- Fingerprints prisoners by taking impressions using the manual ink method and/or the electronic live scan/biometric fingerprint scanners
- Searches prisoners using proper pat-down procedures and operates a hand held scanner during searches to ensure only permitted items are brought into the detention facility
- Asks screening questions and observes prisoners to ensure they are physically fit before admission to the detention facility
- Escorts prisoners to detainment cells and locks and unlocks cells
- Performs security checks by inspecting detention cells at frequent intervals to ensure order, discipline and the safety of prisoners
- Maintains control of uncooperative and unruly detainees
- Makes appropriate notifications when prisoners are injured or need medical attention
- Uses a personal computer to update and maintain prisoner information in the Citizen Law Enforcement Analysis and Reporting (CLEAR) system
- Inventories personal property of prisoners and prepares receipts for items inventoried
- Updates and maintains records to document distribution of meals, visitations and other activities in detention facilities
- Operates a meat slicing machine and follows standard food sanitary procedures in preparing and dispensing sandwiches to prisoners at designated meal times
- Ensures the detention facility is kept clean and orderly and equipment is properly maintained
- Maintains control logs and prepares statistical reports documenting operational activities within the detention facility

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- High School graduation or General Development Test (GED) certificate. Willingness and ability to perform the duties of the job. Persons offered employment must successfully pass a job-training program.

Licensure, Certification, or Other Qualifications

- Must be at least 21 years of age at the time of application
- Successful candidates must pass a drug screen, background investigation and required Pre-employment exams prior to appointment

WORKING CONDITIONS

- Police facility and prisoner detention lockup environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals)
- Personal protective equipment
- Handcuffs
- Meat slicing machine
- Hand held scanner
- Electronic live scan/biometric fingerprint scanners
- Electronic photograph system

PHYSICAL REQUIREMENTS

- Ability to quickly bend, stretch, twist, or reach out with one's body, arms, and/or legs
- Ability to move one's hands and arms to grasp or manipulate objects
- Ability to stand for extended periods of time
- Ability to lift up to 100 pounds
- Ability to maintain control of uncooperative detainees

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Some knowledge of:

- applicable federal, state, and local laws, regulations, and guidelines
- safety and security principles and practices
- applicable computer equipment and software
- law enforcement procedures

Knowledge of applicable City and department policies, procedures, rules and regulations

Skills

- **ACTIVE LISTENING** – Understand the implications of new information for both current and future problem-solving and decision making
- **CRITICAL THINKING** - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems

- MANAGEMENT OF MATERIAL RESOURCES - Obtain and see to the appropriate use of equipment, facilities, and materials needed to do certain work
- COORDINATION WITH OTHERS - Adjust actions in relation to others' actions

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense

Other Work Requirements

- INITIATIVE- Demonstrate willingness to take on job challenges
- SELF-CONTROL - Maintain composure, keep emotions in check even in very difficult situations, control anger, and avoid aggressive behavior
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
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